

To: Susan Tackish[tackishs@api.org]
Cc: SIO, Scheduling[scheduling_sio@ios.doi.gov]
From: Getto, Leila
Sent: 2019-04-26T13:40:11-04:00
Importance: Normal
Subject: Re: [EXTERNAL] Meeting Request for Mike Sommers, API President & CEO w/Acting Secretary Dave Bernhardt
Received: 2019-04-26T13:40:53-04:00

Hi Susan!

Thank you for taking the time to speak with me and appreciate your patience with rescheduling this meeting. When you have a moment, can you please confirm if Thursday, May 9th at 3pm is convenient for a meeting with Secretary Bernhardt?

Please have them arrive via our main entrance on C Street -- 1849 C Street NW, Washington, DC 20240. (Note – E Street is now an employee only entrance.)

Please let me know if the drive and car info you provided in your earlier email is still accurate? We'll use yellow cones to reserve a parking spot directly in front of our building main entrance.

We'll have a member of our staff greet them in the lobby then escort directly to the Secretary's Office.

Please confirm the following is an accurate list of meeting participants and if you anticipate any additions:

1. Mike Sommers, President & CEO, American Petroleum Institute (API)
2. Bill Koetzle, VP of Federal Relations (API)

Please note, we have a new strict policy for all meeting participants – we need to know their name, title and affiliation at least one business day before the meeting. Unfortunately, we are no longer able to accept any changes to participants regardless of circumstance on the day of the meeting. I appreciate your understanding.

Thank you!

Leila

*Leila Getto
U.S. Department of the Interior
Immediate Office of the Secretary
Deputy Director, Scheduling and Advance
Direct: 202-208-5359; Main: 202-208-7551
Cell: 202-706-9435
Email: leila_getto@ios.doi.gov*

On Wed, Jan 30, 2019 at 6:55 PM Susan Tackish <tackishs@api.org> wrote:

Hi Leila – thank you for the email confirming the meeting on February 11th at 2:00pm.
Below is the car information:

Driver: Michael Hunter

2011 GMC Denali

DC tag: (b)(6)

Color: Black

Please let me know if you need any additional information. Thanks! Susan

Susan A. Tackish

EA to the President & CEO

API | 1220 L Street, NW | Washington, DC 20005

202.682.8502 P | 202.682.8110 F | tackishs@api.org

From: Getto, Leila <leila_getto@ios.doi.gov>
Sent: Wednesday, January 30, 2019 6:38 PM
To: Susan Tackish <tackishs@api.org>
Cc: SIO, Scheduling <scheduling_sio@ios.doi.gov>
Subject: Re: [EXTERNAL] Meeting Request for Mike Sommers, API President & CEO
w/Acting Secretary Dave Bernhardt

Hi Susan!

We're confirmed for Monday, February 11th at 2pm. If any of the meeting participants change please let me know as soon as possible.

Our office address is 1849 C Street NW (please ask them to arrive via our main entrance on C St -- NOT E St). Please send me the car make, model, and tag number for parking the day before. We'll reserve a parking spot directly in front of our building with yellow cones. My colleague, Nick Davis, will greet them in the lobby and escort them to the meeting room.

Thank you!

Leila

Leila Getto

U.S. Department of the Interior

Immediate Office of the Secretary

Deputy Director, Scheduling and Advance

Direct: 202-208-5359; Main: 202-208-7551

Cell: 202-706-9435

Email: leila_getto@ios.doi.gov

On Wed, Jan 30, 2019 at 6:26 PM Getto, Leila <leila_getto@ios.doi.gov> wrote:

Hi Susan! Thank you for your patience. How about February 14th at 10am?

Leila Getto

U.S. Department of the Interior

Immediate Office of the Secretary

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Email: leila_getto@ios.doi.gov

On Wed, Jan 30, 2019 at 3:07 PM Susan Tackish <tackishs@api.org> wrote:

Hi Nick – just following up on this to see if there are any possible dates in the near future for the meeting with Acting Secretary Dave Bernhardt. Thanks, Susan

Susan A. Tackish

EA to the President & CEO

API | 1220 L Street, NW | Washington, DC 20005

202.682.8502 P | 202.682.8110 F | tackishs@api.org

From: Susan Tackish
Sent: Friday, January 18, 2019 12:36 PM
To: 'SIO, Scheduling' <scheduling_sio@ios.doi.gov>
Subject: RE: [EXTERNAL] Meeting Request for Mike Sommers, API President & CEO w/Acting Secretary Dave Bernhardt

Thanks Nick. I look forward to hearing from you soon. Best, Susan

From: nicholas_davis@ios.doi.gov <nicholas_davis@ios.doi.gov> **On Behalf Of** SIO, Scheduling
Sent: Thursday, January 17, 2019 5:09 PM
To: Susan Tackish <tackishs@api.org>
Subject: Re: [EXTERNAL] Meeting Request for Mike Sommers, API President & CEO w/Acting Secretary Dave Bernhardt

Thank you Susan. We have received the information and hope to get back to you soon.

Nick

Nick Davis

Office of Scheduling and Advance

Immediate Office of the Secretary

U.S. Department of the Interior

Office: 202-208-7551

Cell: 202-805-9898

On Wed, Jan 16, 2019 at 1:26 PM Susan Tackish <tackishs@api.org> wrote:

Hi Leila – glad to know you are still involved with scheduling. Attached is the completed form. Please let me know if you need anything further. Thanks! Susan

From: Getto, Leila <leila_getto@ios.doi.gov>
Sent: Wednesday, January 16, 2019 12:10 PM
To: Susan Tackish <tackishs@api.org>
Cc: Scheduling SIO <scheduling_sio@ios.doi.gov>
Subject: Re: [EXTERNAL] Meeting Request for Mike Sommers, API President & CEO
w/Acting Secretary Dave Bernhardt

Hi Susan!

Yes, we took over his schedule. Can I trouble you to fill out our attached form that we ask of everyone.

Thank you!

Leila

Leila Getto

U.S. Department of the Interior

Immediate Office of the Secretary

Deputy Director, Scheduling and Advance

Direct: 202-208-5359; Main: 202-208-7551

Cell: 202-706-9435

Email: leila_getto@ios.doi.gov

On Tue, Jan 15, 2019 at 2:17 PM Susan Tackish <tackishs@api.org> wrote:

Hi Leila –

Not sure if you are still handling scheduling requests or not. If not, please advise who I should send this request to. Mike Sommers, President and CEO of the American Petroleum Institute (API) would like to meet with Acting Secretary Dave Bernhardt regarding the OCS/Five-year Plan. Bill Koetzle, our VP of Federal Relations, will join him for this meeting.

I appreciate your assistance with this request and please let me know if you need any additional information.

Thanks,

Susan

Susan A. Tackish

EA to the President & CEO

API | 1220 L Street, NW | Washington, DC 20005

202.682.8502 P | 202.682.8110 F | tackishs@api.org